DOCUMENT RESUME

ED 080 049 HE 004 377

TITLE	Affirmative Action at City University of New York.
INSTITUTION	City Univ. of New York, N.Y.
PUB DATE	Nov 71
NOTE	49p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Equal Opportunities (Jobs); *Females; *Higher Education; Instructional Staff; *Minority Groups; Nonprofessional Personnel; Sex Discrimination; Universities
IDENTIFIERS	*Affirmative Action Plan; City University of New York

ABSTRACT

The affirmative action program at the City University of New York is described in relation to the policy of the board of higher education and implementation of board policy. Objectives of the plan and implementation are reviewed in light of instructional and noninsturctional staff, and university responsibilities. Census data for total instructional and noninstructional staff are presented. A summary of employment census results indicated that the City University of New York is well above any national norms for comparable institutions of public higher education with regard to the employment of women and minorities in its instructional staff. Women and other minorities constitute a much larger proportion of the noninstructional staff than of the instructional staff. (MJM)

AFFIRMATIVE ACTION

AT

CITY UNIVERSITY OF NEW YORK

A Report of The University Policy and
Program to Insure Equal Opportunity for
Employment and Advancement of
Minorities and Women

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The City University of New York
Office of the Vice Chancellor for
Faculty and Staff Relations
535 East 80 Street
New York, New York 10021

November, 1971
(In compliance with the
President's Executive Orders
11246 and 11375)

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BOROUGH OF
MANHATTAN
COMMUNITY
COLLEGE

THE CITY UNIVERSITY OF NEW YORK

November 19, 1971

Dr. Robert J. Kibbee
Chancellor
The City University of New York
535 East 80 Street
New York, New York 10021

Dear Dr. Kibbee:

As Chairman of the University Committee on Affirmative Action, it is my priviledge to transmit to you the Committee's report on Affirmative Action at the City University of New York.

The report describes the University policy and program to insure equal opportunity for the employment and advancement of minorities and women. It includes University-wide employment census data as of November 30, 1970. I believe, that the University's Affirmative Action Program effectively implements the policy of the Board of Higher Education, and fully complies with the Presidents Executive Orders (11246, 11375).

On behalf of the members of the Committee, I thank the college presidents and their staffs for their cooperation in making our report possible. I am certain, that the University's affirmative action program will continue to receive their undiminished attention and support.

Sincerely,

Edgar D. Draper

Edgar D. Draper
Chairman
CUNY Affirmative Action Committee

EDD:hb
Enclosure

cc: University Affirmative Action Committee Members:

President Milton Bassin - York College
President Candido deLeon - Hostos Community College
President Robert Marshak - City College
President Richard Trent - Medgar Evers
President Jacqueline Wexler - Hunter College
Professor Julius Edelstein - Vice Chancellor for Urban Affairs
Dr. David Newton - Vice Chancellor for Faculty and Staff Relations

e City University of New York Office of the Chancellor

535 East 80 Street, New York, N.Y. 10021
212/360-2121

November 29, 1971

Mr. J. Stanley Pottinger
Director
Office for Civil Rights
Department of HEW
Fourth and Independence Avenue S.W.
Washington, D.C. 20201

Dear Mr. Pottinger:

It is my pleasure to send you a copy of the first report on City University's Affirmative Action Program. Both the report and its sponsor, the University Affirmative Action Program Committee, are concrete examples of the vigorous implementation of the Affirmative Action Policy adopted by the Board of Higher Education.

The outstanding feature of our University plan is the requirement that each of our several colleges develop a five-year plan and timetable to accomplish the University goal for expanding equal employment opportunities for females and minorities.

I am sure that you will agree that the BHE's policy establishing a University Committee on Affirmative Action and the adoption of a five-year University-wide plan, are evidence of CUNY's commitment to the rapid development of an effective and meaningful Affirmative Action Program.

Sincerely,

Robert J. Kibbee

Robert J. Kibbee

RJK:DN:b

FOREWORD

Equal employment opportunity regardless of race, creed, age, color, national origin, or sex is the unequivocal objective of the City University's affirmative action program. Policies, programs and procedures without effort to make them work are meaningless; and effort, undirected by clear policy, meaningful program and specific procedures, is fruitless. We believe that the University now has a policy, a program and procedures that are result-oriented. We know that our University community stands ready to make the effort required to affirmatively provide equal employment opportunity for all minorities and women.

I. AFFIRMATIVE ACTION FOR EQUAL EMPLOYMENT AT THE CITY UNIVERSITY

The City University has an historical commitment to non-discrimination and equal opportunity, both in its educational program and its employment practice. During the past decade, the University's Open Admissions, SEEK, and College Discovery enrollment programs have intensified the recruitment of Black and Puerto Rican students and staff.

The Executive Orders of the President (11246, 11375,) necessitated reformulation of the existing policy of the Board of Higher Education and were welcome in underscoring the Board's commitment. Accordingly, on December 28, 1970, the Board adopted a resolution reaffirming its dedication to the principle of equal employment opportunity. This new resolution clearly defined the University's posture as being positive in providing opportunities that were equal for the employment and promotion of minorities and women.

The text of the Board's resolution follows:

A. Board of Higher Education Policy Statement

It is the policy of the Board of Higher Education and its component colleges and units of the City University of New York to recruit, employ, retain and promote employees without regard to sex, age, race, national origin, color or creed.

As a public college system, the City University believes in a policy of non-discrimination and of providing educational opportunities for the disadvantaged as a means of facilitating their access to a broader range of employment opportunities. Moreover, the City University recognizes that the adoption of a vigorous program of action is required if meaningful strides are to be made in the direction of improved employment opportunities for groups which have been disadvantaged in the past. It also recognizes that the employment opportunities created by the open enrollment policy create

a unique opportunity to implement such a program. To this end the Board of Higher Education by its action of September 28, 1970 (Calendar No. 30 A) committed itself, in connection with its construction program, to the objective of enhancing employment of minority workers in the construction industry and of involving minority contractors in building projects. By this policy statement the University is now committed to a comprehensive program encompassing both contractual relationships, such as construction awards, and internal employment practices aimed at insuring minority groups of all kinds equal opportunity for employment, for on-the-job-training and for advancement in responsibilities and remuneration.

Program Components:

1. Each college will develop its own Affirmative Action Program in implementation of this policy with overall coordination and monitoring to be performed by the University.

2. The policy on nondiscrimination will be communicated periodically to all employees through suitable media. Unions which have contracts with the University or with the City of New York covering employees of the University shall be similarly informed and their cooperation requested and the University policy will also be suitably published to external groups.

3. The Equal Opportunity clause will be incorporated in all purchase orders, contracts and leases with a face value of $5,000 or more.

4. A self evaluation inventory will be conducted periodically to determine the extent to which the University is achieving equal employment objectives, and actions will be initiated as required to expand employment and promotion opportunities available to minority groups and other categories of persons previously discriminated against in employment.

University Responsibilities

1. The Chancellor will establish a Committee with University-wide representation to provide policy direction for the University's Affirmative Action Program and will include in his committee designations a senior member of his staff to whom college program coordinators will report.

2. The Chancellor's staff representative will keep informed on federal, state and city policies and requirements in order to provide guidance and assistance to college coordinators, and will maintain appropriate liaison with responsible federal officials and counterparts at other Universities.

3. The University Committee will review the programs of the individual colleges and the self evaluation inventories and will recommend appropriate policies and actions based on such reviews.

4. The Chancellor will establish procedures for the University-wide collection of data required for compliance with the Affirmative Action Program.

5. The University Central Office will develop an Affirmative Action Program predicated on the needs of the University and the community needs and characteristics, and in compliance with the general requirements stipulated in this policy.

College Responsibilities

1. Each college will develop an Affirmative Action Program predicated on local campus and community needs and characteristics and in compliance with the general requirements stipulated in this policy.

2. Each College and University Center will appoint a campus Affirmative Action Program Coordinator. The individual designated shall be a senior college official who reports directly to the President and has sufficient authority to insure that the college program is effectively carried out. Where contract activity particularly in the construction area warrants it may be appropriate to supplement this appointment by designating two assistant coordinators, one for construction and other contracts and the other for administrative staff, faculty members and other college employees.

3. The advisory committee mechanism should be appropriately utilized as a means of securing community participation and support. Where the amount of construction activity at the college is significant an advisory group should be established with representation from prime contractors, the construction trades, other unions, the building contractors' association, community representatives and college representatives. Similarly, an advisory group with composition appropriate to its purposes should be established to provide advice and assistance in connection with college personnel policies.

4. Colleges will review their personnel policies and practices with a view toward effecting such changes as are necessary to implement an effective affirmative action program. The college affirmative action program policy will be appropriately disseminated through campus publications and manuals, posters, recruitment advertisements and other suitable media. Recruitment efforts should emphasize sources of employees in the concerned categories. Thus, it is to be noted that it is not sufficient for the college to identify a minority group member as a potential employee. It is equally essential that such individuals be given a full opportunity to compete for a job. Similarly training and promotion policies and practices should be linked with a view toward providing improved advancement opportunities for the groups and categories in question.

B. Implementing the Board's Policy

Historically committed to the concept and practice of a decentralized University organization, the Board called upon its relatively independent and autonomous colleges to implement the University's Affirmative Action Policy. Each of the twenty constituent units was asked to develop its own policy statement and program of action, in the light of the Board's resolution.

The Chancellor was directed to establish a University-wide Affirmative Action Committee to coordinate, review and reinforce the efforts of the several colleges. The membership of this Committee includes college presidents and members of the Chancellor's staff. Working staff for the Committee is supplied through the Office of the Vice Chancellor for Faculty and Staff Relations. A new division for University Affirmative Action has been created in that Office and a full time coordinator appointed.

To effectively implement the Board's policy, it was necessary to assess the current composition of the University's instructional and non-instructional personnel. The University Affirmative Action Committee asked each college to examine itself on the basis of payroll data as of November 30, 1970, and to submit the results for tabulation and review. Standardized inventory forms recommended by H.E.W. were used for this University-wide survey. The collective bargaining organizations representing CUNY personnel were informed of the University's action and their cooperation solicited.

In addition to collecting and tabulating information about the ethnic and sex distribution of employees in all departments and titles, each college was asked to submit a narrative analysis of these statistics.

The following questions served as guidelines for the statistical analysis:

1. Do the statistics collected suggest that employment policies and practices have not been uniformly of consistently applied and have operated to the prejudice of

   a) females? b) blacks? c) Puerto Ricans? d) employees 45 or over?

2. In which departments or areas of activity does the condition specified in (1) exist?

3. If the conclusion of discriminatory practices is suggested by the statistics, is this conclusion valid? If not, cite reasons for apparent differences in treatment.

4. a) Identify barriers or impediments to improve employment distribution.
   b) Identify corrective actions instituted.

The Committee expected that the self-evaluation implicit in these questions would no doubt be stimulative to these units. In addition, the Committee:

(1) Adopted, on June 21, 1971, a City University Affirmative Action Plan designed to increase the numbers, and improve distribution of minorities and women throughout the University.

(2) Defined its responsibilities vis-a-vis the colleges. The Committee's role is to "establish University policy on Affirmative Action, and to review the performance of the colleges." The colleges develop procedures for meeting the University goals, and a timetable for their achievement.

The Committee, however, will "assess the appropriateness of the procedures and the progress in achieving these goals." Each college must submit by December 1, 1971, the specific program it has designed, and the five-year timetable for that program.

II. CITY UNIVERSITY AFFIRMATIVE ACTION PLAN

(Approved by the CUNY A.A.P. Committee

Objectives: To insure, within CUNY, equal opportunity for employment and for advancement in responsibilities and remuneration of minorities and women.

(a) To develop within each constituent unit of the University, a plan and timetable for the improvement of Instructional Staff employment and promotion practices with regard to minorities and women.

(b) To develop within each constituent unit of the University, a plan and timetable for improvement of Non-Instructional Staff employment and promotion practices with regard to minorities and women.

(c) To review and monitor the University's Affirmative Action progress by an annual audit of the recruitment, employment, and promotion records of each of its several colleges and the central administration.

Implementation:

1. College Responsibility

A. For Instructional Staff

Each college president will be responsible for the design and execution of the college plan for achieving the University's Affirmative Action objectives. These plans, for a five year period, must be both comprehensive and detailed. Compliance with H.E.W. regulations

calls for each department and every title to be assessed, in conjuction with enrollment, program and budget projections; recruitment procedures and program demand especial attention. Finally, these plans must be accepted by the University Affirmative Action Committee. The college plans will be submitted for review by the Committee on or before December 1, 1971.

The results of the University-wide employment inventory indicate that the average for the University as a whole is approximately 30% female and 13% other minorities. The University is not content with the fact that nationally, it is well above par. If any individual unit within the system fails to meet, not minimal standards, but standards well above the acceptable, the entire University is diminished. The University's goal, therefore, will be to improve the employment and promotional opportunities for women and minorities in all units within the system.

In this context, the colleges must be cognizant of the fact that effective recruitment of women and minority group faculty will not be achieved without affirmative or positive institutional direction. Further, there must be deliberate administrative decision to insure the University goal for the improved distribution of minorities including women. Faculty Personnel and Budget Committees have the basic responsibility to recommend appointment and reappointment to the Board of Higher Education pursuant to the Board's bylaws (Sect. 11.4).

B. For Non-Instructional Staff

The college plan must address itself, as well, to affirmative action with regard to its non-instructional staff.

a. Recruitment

Methods of recruiting staff members should be reviewed periodically. Greater cooperation from the City Department of Personnel should be enlisted to insure more widespread distribution of information regarding employment opportunities for minorities and women in the colleges.

All advertising should be reviewed to assure that it contains the statement that the University is an equal opportunity employer.

In areas where civil service rules and regulations give us greater flexibility (provisional employment and hourly personnel), positive recruitment of minorities should be undertaken to a greater extent than heretofore. The use of resource organizations, newspapers, posters and other devices which could introduce greater numbers of minority group members to the colleges should be utilized in recruiting for provisional employment.

b. Selection

Selection for potential permanent employment must be made in accordance with civil service procedures. Generally, the objectivity of the system has provided an excellent opportunity for upward mobility. Continuing analyses, however, of job qualification, lines of promotion and examination procedures are required to insure the maintenance of equal opportunities to all.

c. Training

Under current policies, annual employees may take courses without payment of tuition after six months or one year of service. Greater use of this benefit will be encouraged. Colleges are urged to develop in-service training programs wherever feasible.

2. University Responsibility

Establishment of a University Affirmative Action Office:

To help implement the Board's Affirmative Action Policy, and the program of the University Affirmative Action Committee, the Office of the Vice Chancellor for Faculty and Staff Relations will establish an affirmative action unit. This new University Office for Affirmative Action will:

1. Coordinate and assist the colleges in the development of affirmative action programs.

2. Conduct an annual University employment census and provide the University Affirmative Action Committee with the resulting data.

3. Monitor, for the University Affirmative Action Committee, the progress made by the colleges in implementing their Affirmative Action Plan and general University compliance with the President's Executive Orders (11246, 11375).

4. Supply such services, information, reports and develop such programs, conferences, workshops etc. as may be necessary to the conduct of the University's Affirmative Action Program.

III.

CITY UNIVERSITY EMPLOYMENT CENSUS DATA

Based Upon November 30, 1970 University Payroll

For

Total Instructional, and Non-Instructional Staffs

The following tables includes:

Instructional charts I and II - CUNY instructional employees by rank, sex, ethnic group, age, Ph.D., tenure status.

Non-Instructional charts I & II - CUNY non-instructional employees by title, sex, ethnic group, age, tenure status.

AFFIRMATIVE ACTION PROGRAM SURVEY

COLLEGE SUMMARY

INSTRUCTIONAL STAFF - CHART I

By Sex, Ph.D or Equivalent, Tenure and Age Groups

TOTAL 1970 CUNY EMPLOYEES SUMMARY

as of 11/30/70

Titles	A Ph.D or By Law Equivalent With	A W/out	B Tenure * With	B W/out	C Age Groups Under 30	30-44	45-60	Over 60	D Total Males	E Ph.D or By Law Equivalent With	E W/out	F Tenure With	F W/out	G Age Groups Under 30	30-44	45-60	Over 60	H Total Females	OVERALL TOTALS
Administrative Personnel - Instructional																			1
Chancellor	1		1				1		1										1
Deputy Chancellor	1		1				1		1										4
Vice Chancellor	2	2	3	1		1	3		4										13
President	17		13	4		2	14	1	17	1	1	2			1		1	2	2
Vice President/Provost	1	1	2			1	1		2										92
Dean	75	19	66	28	1	36	41	16	94	2	3	3	2		2	1	2	5	99
Associate Dean	32	8	31	9		22	15	3	40	11		8	3		3	8		11	51
Assistant Dean	15	9	15	9		13	9	2	24	3	5	6	2		4	3	1	8	32
Chief Librarian	6	7	9	4		3	8	2	13		2	2			1		1	2	15
Director	10	10	11	9		10	9	1	20	1	3	3	1			4		4	24
Associate Director		1		1		1			1										1
Assistant Director	1	1	1	1			2		2	1		1			1			1	3
Department Chairman	184	53	211	36	1	101	122	23	247	24	14	40	8		13	32	2	48	295
Business Manager or Fiscal Officer Series																			33
Business Manager	2	18	1	19		7	13		20		3		3		2	1		3	23
Assistant Business Manager	3	36		39	4	16	18	1	39		6		6		1	4	1	6	45
Assistant to Business Manager	1	65	1	65	11	25	27	3	66	1	21		22	1	5	16		22	88
Higher Education Officer Series																			42
Higher Education Officer	5	38		43		27	15	1	43		3		3		1	2		3	46
Higher Education Associate	3	56	1	58	8	29	19	3	59	1	10		11	2		9		11	70
Higher Education Assistant	4	62	1	65	19	33	16		66		35		35	3	15	17	2	35	101
Assistant to Higher Education Officer	1	85		86	44	32	9	1	86		65	1	64	22	24	19		65	151
Registrar - Series																			14
Registrar	2	13	10	5	1	5	9		15		10	9	1	1	2	7		10	25
Associate Registrar		11	7	4	2	4	4	1	11		35	17	18	9	9	15	2	35	47
Assistant Registrar		32	12	20	15	7	10		32										32
Instructional Staff - Rank																			1,000
Professor	719	82	793	08		151	475	175	801	126	9	130	5	1	11	65	58	135	936
Associate Professor	711	165	699	177	4	440	354	78	876	236	40	254	42	1	103	159	42	4	1,012
Assistant Professor	1214	507	862	859	211	1129	326	55	1721	502	301	450	353	63	426	352	40	803	2,524
Instructor	66	568	113	521	212	326	80	6	634	55	440	125	390	151	247	117	5	515	1,149
Other Tenure Bearing Instructional Staff	3	403	188	218	165	149	71	21	406	1	101	44	58	47	28	24	3	102	508
Non-Tenure Bearing Instructional Personnel																			1,000
Full-Time	55	783	1	837	303	422	99	14	838	43	699	1	741	236	354	138	14	742	1,579
Part-Time	127	939		1066	452	437	151	26	1066	22	472		492	250	175	60	7	492	4,010
Others - Non-Tenure Bearing Titles	864	2434	45	3253	865	1413	865	155	3298	183	1019	10	1202	429	459	278	35	1212	
	4135	6408	10038	7505	2318	4852	2785	583	10543	1221	3347	1106	3462	1216	1898	1218	236	4568	19111

* Tenure applies only to professorial rank. Administrative titles, i.e., Chancellor, President, Dean, etc. do not carry tenure at CUNY.

AFFIRMATIVE ACTION PROGRAM SURVEY

COLLEGE SUMMARY

INSTRUCTIONAL STAFF - CHART II

By Race-Ethnic Group, Ph.D. or Equivalent, Tenure and Age Groups

Source: TOTAL 1970 CUNY
UNPUBLISHED SUMMARY

Date: [illegible]

TITLES *	A Black				B White				C Puerto Rican				D Oriental				E American Indian				F Other Spanish Origin				G Other				H Age Groups			
	Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure		Ph.D. or By Law Equivalent		Tenure					
	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	30	30-45	45-60	60
1. Admin. Pers. - Instruc.																																
Chancellor					1		1																								1	
Deputy Chancellor					1		1																								1	
Vice Chancellor					2	2	3	1																						1		
President	3		2	1	14	1	13	2													1			1								
Vice Pres./Provost					1	1	2																							1		
Dean	4	3	5	2	72	17	64	25	1	2		3																	1	3		10
Assoc. Dean	2	2	2	2	39	6	36	9					1		1										1		1			23		
Assist. Dean	3	3	3	3	15	11	18	8																						17		
Chief Librarian	1	1	1	1	5	8	10	3																						6		
Director	1	3		4	10	10	14	5																						10		
Assoc. Director										1		1																		1		
Asst. Director					2	1	2	1																						1		
Total, Chairman	10	8	7	11	214	57	241	30	1	1	1	1	1		1						2	1	1						1	[illegible]	[illegible]	[illegible]
2. Admin. or Top Off. Ser.																																
Business Manager		2		2	2	19	1	20																						3		
Assist. Bus. Manager		1		1	3	40		43		1																			9	17		
Assist. to Bus. Manager		9		9	2	72	2	72		3												1		1		1		1	12	10	43	
3. Higher Ed. Officer Ser.																																
Higher Ed. Officer		1		1	5	38		43		2																				14	17	
Higher Ed. Associate		7		7	4	55	1	58		3																1		1	10	10		
Higher Ed. Assistant		12		12	4	82	1	85		3		3																				
Assist. to Hi/Ed. Officer		30		30	1	109	1	109		8		8		1		1						1		1		1		1				
4. Registrar's Series																																
Registrar					2	13	10	5																					1	5		
Associate Registrar		2	2			18	14	4		1		1																	3	5	11	
Assistant Registrar		9	4	5		56	24	32						1	1							1		1					24	16	18	
5. Faculty Staff by Rank																																
Professor	21	3	21	3	795	88	814	69	4		3	1	13		13						10		10		2		2		1	[illegible]	[illegible]	[illegible]
Assoc. Professor	32	27	30	29	892	194	903	183	4	1	1	4	10	1	9	2					3	1	4		6	1	6	1	9	[illegible]	[illegible]	[illegible]
Assist. Professor	56	96	43	109	1589	670	1230	1029	9	15	4	40	25	13	15	23					21	11	16	10	16	7	4	15	[illegible]	[illegible]	[illegible]	[illegible]
Instructor	8	99	14	93	98	865	208	755	3	26	6	23	5	22	7	20					5	11	3	13	2	5		7	[illegible]	[illegible]	[illegible]	11
Other Staff to Bearing Instructional Staff		71	27	44	4	368	193	209		17	7	10		12	4	8						5	1	4		1		1	[illegible]	[illegible]	[illegible]	
Non-Faculty Bearing Instructional Personnel		-																														
Fac. Chairs	6	296	1	301	58	1060	1	1156	2	67		69	1	13		14		1		1		22		22	1	9		10	[illegible]	[illegible]	[illegible]	[illegible]
Auxiliaries	4	66		70	138	1277		1415		18		18	3	26		29						8		8	2	16		18	[illegible]	412	[illegible]	[illegible]
Others-Non-Tenure Bearing Titles	44	231		275	930	3063	53	3960	10	44		54	20	54	2	72	1	3		4	12	34		46	10	34		44	[illegible]	[illegible]	[illegible]	210
	195	982	162	1015	4953	8240	3860	9333	34	213	22	225	79	148	53	174	1	4		5	54	96	35	115	43	72	12	100	[illegible]	[illegible]	[illegible]	824

* Tenure applies only to professorial rank. Administrative titles, i.e., Chancellor, President, Dean, etc. do not carry tenure at CUNY.

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL STAFF - CHART I
By Sex, Tenure and Age Groups

Source: TOTAL CUNY SUMMARY

Date: as of 11/30/70

	MALES							FEMALES								
	A	B				C		D		E				F		G
	Tenure	Age Groups				Total Males		Tenure		Age Groups				Total Females		Overall Totals
	With	W/out	Under 30	30-44	45-60	Over 60		With	W/out	Under 30	30-44	45-60	Over 60			
7. MEDICAL OFFICE SERVICES																
Physicians	3	11	1	2	4	7	14	1	5			4	2	6		20
Staff Nurses								14	26	4	18	16	2	40		40
8. ADMINISTRATIVE PROFESSIONAL STAFF																
Senior Attorney	1					1	1									1
Assistant Attorney		1	1				1									1
Senior Accountant	7			3	4		7	4	1			5		5		12
Accountant	18	10	9	5	9	5	28	6	9	1	3	9	2	15		43
Assistant Accountant	6	17	13	3	7		23	36	22	4	9	43	2	[illegible]		61
Senior Planner		1				1	1									1
Superintendent of Construction	1				1		1									1
Construction Manager	1					1	1									1
Administrative Engineer		1			1		1									1
Senior Electrical Engineer		1			1		1									1
Electrical Engineer	2			1	1		2									2
Jr. Electrical Engineer		1	1				1									1
Senior Mechanical Engineer	1				1		1									1
Mechanical Engineer	3	2		2	1	2	5									5
Assistant Mechanical Engineer	1				1		1									1
Sr. Civil Engineer	1				1		1									1
Civil Engineer	1			1			1									1
Assistant Civil Engineer	4			3	1		4									4
Chief Architect	1					1	1									1
Sr. Landscape Architect		1			1		1									1
Sr. Architect	3	1		2	2		4									4
Architect	3				2	1	3									3
Assistant Architect	5			3	2		5									5
Methods Analyst								1			1			1		1
Senior Principal Computer Programmer		1			1		1		1	1				1		1
Principal Computer Programmer		1		1			1									1
Senior Computer Programmer	1	2	1	1	1		3		2	2				2		5
Computer Programmer	2	11	10	3			13	1	3	4				4		17
Computer Programmer Trainee	1	3	4				4		2	2				2		6
Supervisory Computer Operator	1				1		1									1
Senior Computer Operator		4	4				4		1			1		1		5
Computer Operator		9	8	1			9	1	3	1	2	1		4		13
Buyers	1			1			1									1
Assistant Buyers	9	4		1	10	2	13	6	3	2	2	5		9		22
Assistant Statisticians									1	1				1		1
9. ADVISORY SERVICES																
Director		1			1		1									1
Director of Food Services									1		1			1		1
Asst. Director of Food Services		1		1			1									1
Manager		4		2	2		4									4

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL STAFF - CHART I
by Sex, Tenure and Age Groups

Source: TOTAL CUNY SUMMARY

Page 2 of 4 Date: as of 11/30/70

	MALES							FEMALES							
	A		B				C	D		E				F	G
	Tenure		Age Groups				Total Males	Tenure		Age Groups				Total Females	Overall Totals
	With	W/out	Under 30	30-44	45-60	Over 60		With	W/out	Under 30	30-44	45-60	Over 60		
9. AUXILIARY ENTERPRISES - (cont'd.)															
Assistant Managers		7	1	2	3	1	7		1			1		1	8
Head Cashier									1		1			1	1
Cashiers		3	2			1	3		28	2	10	12	4	28	31
Cafeteria Supervisor									2			1	1	2	
Counter Attendant		12	2	5	4	1	12		29	2	4	17	6	29	41
Counter Attendant II		4	2	1	1		4		12		2	9	1	12	16
Cafeteria Helper		22	8	7	7		22		2	2				2	24
Cafeteria Helper I		2		1		1	2								2
Cafeteria Helper II		12		5	6	1	12								12
Executive Chef		1			1		1								1
Chef		1		1			1								1
Cook		14		6	7	1	14		1		1			1	15
Second Cook		2			2		2								2
Baker		5	1	1	1	2	5								5
Grill Man		3	1	1	1		3								3
Dishwasher		5	1	3		1	5		4			4		4	9
Busboy		4		1	1	2	4		5	1		4		5	9
Waitress									13			12	1	13	13
Hostess									3	1		1	1	3	3
Dietician		6		1	4	1	6		1		1			1	1
Cleaner		1		1			1								6
Accountant									1	1				1	1
Bookkeeper		8	2	4	2		8		18	4	6	7	1	18	26
Clerical									1	1				1	1
Clerical Assistant		3	1			2	3		1			1		1	4
Stock Clerk									1		1			1	1
Statistical Clerk		3	1		2		3		1	1				1	4
Technician		1				1	1		4		2	2		4	5
Sales		1				1	1								1
Security Man															
10. SECRETARIAL & CLERICAL STAFF									28	2	8	13	5	28	28
University Secretary	21	39	22	25	11	2	60	1063	604	314	418	876	59	1667	1727
CUNY/DOA	17			5	10	2	17	591	5	1	81	445	69	596	613
CUNY/CEAS	31	1		6	17	9	32	274	25	3	43	207	46	299	331
College Administrative Assistant								29	10	3	11	18	7	39	39
Telephone Operator									3	1		2		3	3
Clerical															
11. BUILDINGS & GROUNDS STAFF															
Superintendent - Buildings & Grounds	3	5		1	7		8								8
Assistant Supt. - Buildings & Grounds	3	2		1	4		5								5
Supv. Custodial Foreman	8	1		2	5	2	9								9
Senior Custodial Foreman	8			1	5	2	8								8
Custodial Foreman	48	25	3	15	47	8	73								73

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL STAFF - CHART I
By Sex, Tenure and Age Groups

Source: TOTAL CUNY SUMMARY

Page 3 of 4 Date: as of 11/30/70

	MALES							FEMALES								
	A		B				C	D		E				F	G
	Tenure		Age Groups				Total Males	Tenure		Age Groups				Total Females	Overall Totals
	With	W/out	Under 30	30-44	45-60	Over 60		With	W/out	Under 30	30-44	45-60	Over 60		
11. BUILDINGS & GROUNDS - (cont'd.)															
Custodial Assistant	495	205	124	245	269	62	700	104	24	3	29	77	19	128	828
Maintenance Man	109	12	3	31	74	13	121								121
Building Repairman	7	2		2	3	4	9								9
Plant Foreman	1				1		1								1
Foreman	2			1	1		2								2
Senior Assistant Foreman	1			1			1								1
Senior Custodial Engineer	1				1		1								1
Senior Stationary Engineer	3	1		2	1	1	4								4
Stationary Engineer	31	13	1	19	19	5	44								44
Stationary Fireman	27	9	2	15	15	4	36								36
Laborer	71	19	9	43	34	4	90								90
Laborer A		7	4		2	1	7								7
Electrician	17	5	1	6	14	1	22								22
Electricians Helper	5	7	4	3	3	2	12								12
Elevator Mechanic	2				1	1	2								2
Elevator Mechanics Helper	1	2		2		1	3								3
Elevator Operator	28	6		6	26	2	34	20	3	1	5	17		23	57
Elevator Starter	4			1	1	2	4								4
Plumber	12	3	2	7	6		15								15
Plumbers Helper	1	1	2				2								2
Painter	8	2		2	7	1	10								10
Carpenter	13	5	1	7	8	2	18								18
Cement Mason	1					1	1								1
Roofer	1			1			1								1
Steamfitter	3	1		1	2	1	4								4
Steamfitters Helper	1	1		1	1		2								2
Oiler	1	1	1			1	2								2
Plasterer	1					1	1								1
Machinist	1			1			1								1
Laundry Worker	1	3	2	1	1		4		1		1			1	5
Motor Vehicle Operator	14	3		3	10	4	17								17
Watchman	12	8	1	4	8	7	20								20
Special Officer	10	7	2	7	8		17								17
Attendants	21	23	13	8	16	7	44		3	1		1	1	3	47
Cleaners	5	4		1	6	2	9	2			1	1		2	11
Engineering Aid	2		1		1		2								2
Electricians Foreman	1				1		1								1
12. HEALTH SERVICE STAFF															
College Assistants		447	314	72	30	31	447		1150	318	284	489	59	1150	1597

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL STAFF - CHART I
By Sex, Tenure and Age Groups

TOTAL CUNY SUMMARY

Date: as of 11/30/70

	MALES							FEMALES								
	A		B				C	D		E				F		G
	Tenure		Age Groups				Total Males	Tenure		Age Groups				Total Females		Overall Totals
	With	W/out	Under 30	30-44	45-60	Over 60		With	W/out	Under 30	30-44	45-60	Over 60			
13. GRANTS & CONTRACTS																
Director *		1		1			1									1
Associate Director		1		1			1									1
Assistant to Director									1	1				1		1
Project Director		1		1			1		2		1	1		2		1
Grant Officer		1		1			1									1
Grant Aide		3	2	1			3		4	2	1		1	4		7
Grant Associate		7		5	2		7		17	7	9	6	2	17		24
Grant Assistant		19	8	3	6	2	19		34	11	15	7	1	34		53
Lecturers		14	7	4	3		14		4	2	1	1		4		18
Counselors		4	2	1	1		4									4
Assistant to Counselors		2	2				2									2
Tutor		6	6				6		4	4				4		10
Secretary									5	4		1		5		5
Secretary - Bookkeeper									3			3		3		3
Bookkeeper									1			1		1		1
Grant Clerical									3			3		3		3
14. OTHER																
Stockman	13	2		7	6	2	15									15
Assistant Stockman	17	13	4	4	16	6	30									30
Audio Visual Aid Technician	6	18	13	7	3	1	24	2	2		2	1	1	4		28
Senior Office Appliance Operator		1		1			1		1			1		1		2
Office Appliance Operator	8	25	22	8	2	1	33	10	7	4	6	6	1	17		50
Senior Keypunch Operator									3	1	1	1		3		3
Keypunch Operator	2		1	1			2	23	16	14	12	13		29		41
Supv. Tabulator Operator	1	1		2			2									2
Senior Tabulator Operator		3	2		1		3	1	3	2	1	1		4		7
Tabulator Operator	1	8	6	3			9									9
Supv. Photostat Operator	1				1		1									1
Laboratory Helpers		11	8		2	1	11		5	1	1	2	1	5		16
Laboratory Technicians		3		3			3									3
Storekeepers	1				1		1									1
Accompanist		1	1				1									1
Typist								2			2			2		2
Messengers	11	17	13	2	10	3	28		1	1				1		29
TOTALS.....	1191	1240	683	681	828	239	2431	2191	2181	733	995	2349	295	4372		6803

TOTAL CUNY SUMMARY

Date as of 11/30/70

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL TITLES - CHART II
By Race-Ethnic Groups and Age Groups

	A Black Tenure		B White Tenure		C Puerto Rican Tenure		D Oriental Tenure		E American Indian Tenure		F Other Spanish Origin Tenure		G Others Tenure		H Age Groups Under 30	30-44	45-60	Over 60
	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out				
7. MEDICAL OFFICE STAFF																		
Physicians		1	4	15											1	2	8	9
Staff Nurses	3	3	11	23											4	18	16	2
8. NON-ACADEMIC PROFESSIONAL STAFF																		
Senior Attorney			1															1
Assistant Attorney				1											1			
Senior Accountant	1		10	1												3	9	
Accountant	1	1	18	17	2	1	1				1		1		10	8	18	7
Assistant Accountant	2	3	37	35	1	1	1				1				17	12	50	2
Senior Planner				1														1
Superintendent of Construction	1																1	1
Construction Manager			1															
Administrative Engineer				1													1	
Senior Electrical Engineer				1													1	
Electrical Engineer			1				1									1	1	
Jr. Electrical Engineer				1											1			
Sr. Mechanical Engineer			1															
Mechanical Engineer			3	2												2	1	2
Assistant Mechanical Engineer			1														1	
Sr. Civil Engineer			1														1	
Civil Engineer			1													1		
Assistant Civil Engineer			4													3	1	
Chief Architect			1															1
Senior Landscape Architect				1									1				1	
Sr. Architect			3	1												2	2	
Architect			3														2	1
Assistant Architect			5													3	2	
Methods Analyst			1													1		
Sr. Principal Computer Programmer				2											1		1	
Principal Computer Programmer				1												1		
Senior Computer Programmer			1	4											3	1	1	
Computer Programmer		1	3	13											24	3		
Computer Programmer Trainee		1	1	3				1							6			
Supv. Computer Operator	1																1	
Senior Computer Operator		1		4											4		1	
Computer Operator		6	1	5		1									9	3	1	
Buyers			1													1		
Assistant Buyers	1	1	13	6			1								2	3	15	2
Assistant Statistician				1											1			
9. AUXILIARY SUPERVISORS																		
Director				1													1	
Director of Food Services				1												1		
Assistant Director of Food Services													1			1		
Manager				4												2	2	

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL TITLES - CHART II
By Race-Ethnic Groups and Age Groups

Source: TOTAL CUNY SUMMARY

Date: as of 11/30/70

	RACE-ETHNIC GROUPS																																			
	A Black		B White		C Puerto Rican		D Oriental		E American Indian		F Other Spanish Origin		G Others				H Age Groups																			
	Tenure		Tenure		Tenure		Tenure		Tenure		Tenure		Tenure				Under 30	30-44	45-60	Over 60																
	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out																						
9. AUXILIARY ENTERPRISES - (cont'd.)																																				
Assistant Manager		3		4		1											1	2	4	1																
Head Cashier				1														1																		
Cashiers		5		25		1											4	10	12	5																
Cafeteria Supervisor				2															1	1																
Counter Attendant		11		18		10						2					4	9	21	7																
Counter Attendant II		5		8		3											2	3	10	1																
Cafeteria Helper		4				19						1					10	7	7																	
Cafeteria Helper I				1		1												1		1																
Cafeteria Helper II		2		2		8												5	6	1																
Executive Chef		1																	1																	
Chef		1																1	7	1																
Cook		5		5		5													2																	
Second Cook						2											1	1	1	2																
Baker		1		3		1											1	1	1																	
Grill Man		3																																		
Dishwasher		3		4		1						1					1	3	4	1																
Busboy		2		5		1		1									1	1	5	2																
Waitress		1		12															12	1																
Hostess				3													1		1	1																
Dietician				1														1	4	1																
Cleaner		3		3														1																		
Accountant				1													1																			
Bookkeeper				1													6	10	9	1																
Clerical		6		18		2											1																			
Clerical Assistant				1													1		1	2																
Stock Clerk		1		3														1																		
Statistical Clerk				1													2		2																	
Technician				4														2	2	1																
Sales		2		1		2														1																
Security Man				1																																
10. SECRETARIAL & CLERICAL STAFF																																				
University Secretary		5		23													2	8	13	5																
CCAA/CSAA	236	141	835	460	7	32	2	4			3	4		3			336	443	887	61																
CCAA/CSAA	112		488	4	6		1				1		1				1	36	455	71																
College Administrative Assistant	64	6	239	19	1			1			1						3	49	224	55																
Telephone Operator	7	2	22	7		1											3	11	18	7																
Clerical		1		2													1		2																	
11. BUILDINGS & GROUNDS STAFF																																				
Superintendent - Buildings & Grounds			3	5														1	7																	
Asst. Supt. - Buildings & Grounds			3	2														1	4																	
Supv. Custodial Foreman	2	1	6															2	5	2																
Senior Custodial Foreman	6		2															1	5	2																
Custodial Foreman	28	17	20	7		1											3	15	47	8																

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL TITLES - CHART II
By Race-Ethnic Groups and Age Groups

Source: TOTAL CUNY SUMMARY

Date: as of 11/30/70

	RACE-ETHNIC GROUPS																																			
	A Black		B White		C Puerto Rican		D Oriental		E American Indian		F Other Spanish Origin		G Others				H Age Groups																			
	Tenure		Tenure		Tenure		Tenure		Tenure		Tenure		Tenure				Under 30	30-44	45-60	Over 60																
11. BUILDINGS & GROUNDS - (cont'd.)	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out																						
Custodial Assistant	402	158	142	33	55	36						1		1			127	274	346	81																
Maintenance Man	4	4	105	8													3	31	74	13																
Building Repairman	2	1	5	1														2	3	4																
Plant Foreman			1																1																	
Foreman			2															1	1																	
Senior Assistant Foreman			1															1																		
Senior Custodial Engineer			1																1																	
Senior Stationary Engineer			3	1							1							2	1	1																
Stationary Engineer			30	13							2						1	19	19	5																
Stationary Fireman		1	25	8													2	15	15	4																
Laborers	13	9	56	10	2												9	43	24	4																
Laborers A		1		6													4		2	1																
Electrician			17	5													1	6	14	1																
Electricians Helper			5	5		2											4	3	3	2																
Elevator Mechanic			2																1	1																
Elevator Mechanics Helper		2	1															2		1																
Elevator Operator	29	6	17	3	2												1	11	43	2																
Elevator Starter	1		3															1	1	2																
Plumber		1	12	2													2	7	6																	
Plumbers Helper			1	1													2																			
Painter			8	2														2	7	1																
Carpenter		1	13	4													1	7	8	2																
Cement Mason			1																	1																
Roofer			1															1																		
Steamfitter			3	1														1	2	1																
Steamfitters Helper			1	1														1	1																	
Oiler			1														1			1																
Plasterer			1																	1																
Machinist	1	2		1		1							1				2	2	1																	
Laundry Worker	2	2	11	1														3	10	4																
Motor Vehicle Operator	2	3	10	5													1	4	8	7																
Watchmen	4	3	5	3	1	1											2	7	8																	
Special Officer	10	5	8	20	3	1											14	6	17	8																
Attendants	5	1	2	3														2	7	2																
Cleaners			2														1		1																	
Engineering Aid			1																1																	
Electricians Foreman																																				
12. HOURLY CLERICAL STAFF		123		1375		50		22				13		14			632	356	519	90																
College Assistants																																				

AFFIRMATIVE ACTION PROGRAM SURVEY

COLLEGE SUMMARY

NON-INSTRUCTIONAL TITLES - CHART II

By Race-Ethnic Groups and Age Groups

TOTAL CUNY SUMMARY

Page 4 of 4 Date as of 11/30/70

RACE-ETHNIC GROUPS

	A Black Tenure		B White Tenure		C Puerto Rican Tenure		D Oriental Tenure		E American Indian Tenure		F Other Spanish Origin Tenure		G Others Tenure		H Age Groups Under 30	30-44	45-60	Over 60
	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out	With	W/out				
3. GRANTS & CONTRACTS																		
Director		1														1		
Associate Director				1												1		
Assistant to Director				1											1			
Project Director				3												2	1	
Grant Officer				1												1		
Grant Aide		1		5				1							4	2		1
Grant Associate		1		23											2	14	6	2
Grant Assistant		6		38		2		2				2		3	19	18	13	3
Lecturer		7		11											9	5	4	
Counselors		2		2											2	1	1	
Assistant to Counselors		1		1											2			
Tutor		4		6											10			
Secretary		2		3											4		1	
Secretary - Bookkeeper				2													3	
Bookkeeper				1													1	
Grants Clerical				3													3	
4. OTHERS																		
Stockman	6	1	6	1	1											7	6	2
Assistant Stockman	2	7	15	6											4	4	16	6
Audio Visual Aide Technician	3	2	5	17		1									13	9	4	2
Senior Office Appliance Operator		1		1												1	1	
Office Appliance Operator	8	8	9	16	1	7		1							26	14	5	2
Senior Keypunch Operator		2		1											1	1	1	
Keypunch Operator	14	6	10	9	1							1			15	13	13	
Supv. Tabulator Operator		1	1													2		
Senior Tabulator Operator		1	1	5											4	1	2	
Tabulator Operator	1			6		1		1							6	3		
Supv. Photostat Operator			1														1	
Laboratory Helpers		7		9											9	1	4	2
Laboratory Technicians				3												3		
Storekeeper			1														1	
Accompanist		1													1			
Typist			2														2	
Messengers	5	4	6	11		2						1			14	2	10	3
TOTALS.....	979	639	2300	2502	83	198	7	34			10	26	3	22	1416	1676	3177	534

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
Total Adm. Staff Personnel	547	466	85.2	81	14.8	44	8.0	490	89.6	6	1.1	2	0.4			4	0.7	1	0.2
Chancellor	1	1	100.0					1	100.0										
Deputy Chancellor	1	1	100.0					1	100.0										
Vice Chancellor	4	4	100.0					4	100.0										
President	19	17	89.5	2	10.5	3	15.8	15	78.9							1	5.3		
Vice Pres./Provost	2	2	100.0					2	100.0										
Dean	99	94	94.9	5	5.1	7	7.1	89	89.9	3	3.0								
Assoc. Dean	51	40	78.4	11	21.6	4	7.8	45	88.2			1	2.0					1	2.0
Asst. Dean	32	24	75.0	8	25.0	6	18.8	26	81.3										
Chief Librarian	15	13	86.7	2	13.3	2	13.3	13	86.7										
Director	24	20	83.3	4	16.7	4	16.7	20	83.3										
Assoc. Director	1	1	100.0							1	100.0								
Asst. Director	3	2	66.7	1	33.3			3	100.0										
Dept. Chairman	295	247	83.7	48	16.3	18	6.1	271	91.9	2	0.7	1	0.3			3	1.0		

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
Total Bus. Mgr. or Fiscal Off. Series	156	125	80.1	31	19.9	12	7.7	138	88.5	4	2.6					1	0.6	1	0.6
Bus. Manager	23	20	87.0	3	13.0	2	8.7	21	91.3										
Asst. Bus. Mgr.	45	39	86.7	6	13.3	1	2.2	43	95.6	1	2.2								
Asst. to Bus. Mgr.	88	66	75.0	22	25.0	9	10.2	74	84.1	3	3.4					1	1.1	1	1.1
Total Higher Educ. Officer Series	368	254	69.0	114	31.0	50	13.6	298	81.0	16	4.3	1	0.3			1	0.3	2	0.5
H.E. Officer	46	4[illegible]	93.5	3	6.5	1	2.2	43	93.5	2	4.3								
H.E. Associate	70	59	84.3	11	15.7	7	10.0	59	84.3	3	4.3							1	1.4
H.E. Assistant	101	66	65.3	35	34.7	12	11.9	86	85.1	3	3.0								
Asst. to H.E.O.	151	86	57.0	65	43.0	30	19.9	110	72.8	8	5.3	1	0.7			1	0.7	1	0.7
Total Registrar's Series	103	58	56.3	45	43.7	11	10.7	89	86.4	1	1.0	1	1.0			1	1.0		
Registrar	15	15	100.0					15	100.0										
Assoc. Registrar	21	11	52.4	10	47.6	2	9.5	18	85.7	1	4.8								
Asst. Registrar	67	32	47.8	35	52.2	9	13.4	56	83.6			1	1.5			1	1.5		

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
Total Faculty Staff by Rank	6289	4438	70.6	1851	29.4	413	6.6	5593	88.9	79	1.3	101	1.6			67	1.1	36	0.6
Professor	936	801	85.6	135	14.4	24	2.6	883	94.3	4	0.4	13	1.4			10	1.1	2	0.2
Assoc. Professor	1172	876	74.7	296	25.3	59	5.0	1086	92.7	5	0.4	11	0.9			4	0.3	7	0.6
Asst. Professor	2524	1721	68.2	803	31.8	152	6.0	2259	89.5	24	1.0	38	1.5			32	1.3	19	0.8
Instructor	1149	634	55.2	515	44.8	107	9.3	963	83.8	29	2.5	27	2.4			16	1.4	7	0.6
Other Tenure Bear. Inst. Staff	508	406	79.9	102	20.1	71	14.0	402	79.1	17	3.3	12	2.4			5	1.0	1	0.2
Total Non-Tenure Bear. Inst. Staff	7648	5202	68.0	2446	32.0	647	8.5	6585	86.1	141	1.8	122	1.6	5	0.1	76	1.0	72	0.9
Full-Time	1580	838	53.0	742	47.0	302	19.1	1157	73.2	69	4.4	19	1.2	1	0.1	22	1.4	10	0.6
Part-Time	1558	1066	68.4	492	31.6	70	4.5	1415	90.8	18	1.2	29	1.9			8	0.5	18	1.2
Others-Non-Tenure Bearing Titles	4510	3298	73.1	1212	26.9	275	6.1	4013	89.0	54	1.2	74	1.6	4	0.1	46	1.0	44	1.0
OVERALL TOTALS	15111	10542	69.8	4568	30.2	1177	7.8	13193	87.3	247	1.6	227	1.5	5	*	150	1.0	112	0.7

*Less than .1 of 1

RLP/hb 6/21/71

CITY UNIVERSITY AFFIRMATIVE [illegible] STATISTICS BY PERCENTAGES

NON-INSTRUCTIONAL STAFF BY TITLE

As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Others Spanish No.	Others Spanish %	Others No.	Others %
7. Medical Office Staff	60	14	23.3	46	76.7	7	11.7	53	88.3										
Physicians	20	14	70.0	6	30.0	1	5.0	19	95.0										
Staff Nurses	40			40	100.0	6	15.0	34	85.0										
8. Non-Academic Prof.	248	146	58.9	102	41.1	21	8.5	213	85.9	6	2.4	5	2.0			2	0.8	1	0.4
Sr. Attorney	1	1	100.0					1	100.0										
Asst. Attorney	1	1	100.0					1	100.0										
Sr. Accountant	12	7	58.3	5	41.7	1	8.3	11	91.7										
Accountant	43	28	65.1	15	34.9	2	4.7	35	81.4	3	7.0	1	2.3			1	2.3	1	2.3
Asst. Accountant	81	23	28.4	58	71.6	5	6.2	72	88.9	2	2.5	1	1.2			1	1.2		
Sr. Planner	1	1	100.0					1	100.0										
Supt. of Const.	1	1	100.0			1	100.0												
Const. Mgr.	1	1	100.0					1	100.0										
Adm. Engineer	1	1	100.0					1	100.0										
Sr. Elect. Engr.	1	1	100.0					1	100.0										
Elect Engr.	2	2	100.0					1	50.0			1	50.0						

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
8. Non-Acad. Prof. Cont'd.																			
Jr. Elect. Engineer	1	1	100.0					1	100.0										
Sr. Mech. Engineer	1	1	100.0					1	100.0										
Mechanic Engineer	5	5	100.0					5	100.0										
Asst. Mech. Engr.	1	1	100.0					1	100.0										
Sr. Civil Engr.	1	1	100.0					1	100.0										
Civil Engineer	1	1	100.0					1	100.0										
Asst. Civil Engr.	4	4	100.0					4	100.0										
Chief Architect	1	1	100.0					1	100.0										
Sr. Landscape Arch.	1	1	100.0					1	100.0										
Sr. Architect	4	4	100.0					4	100.0										
Architect	3	3	100.0					3	100.0										
Asst. Architect	5	5	100.0					5	100.0										
Methods Analyst	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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8. Non-Acad. Prof. Cont'd.																			
Sr.Princ. Comp. Prog.	2	2	100.0					2	100.0										
Princ. Comp. Prog.	1	1	100.0					1	100.0										
Sr. Comp. Prog.	5	3	60.0	2	40.0			5	100.0										
Comp. Programmer	17	13	76.5	4	23.5	1	5.9	16	94.1										
Comp. Prog. Trn.	6	4	66.7	2	33.3	1	16.7	4	66.7			1	16.7						
Supv. Comp. Oper.	1	1	100.0			1	100.0												
Sr. Comp. Operator	5	4	80.0	1	20.0	1	20.0	4	80.0										
Comp. Operator	13	9	69.2	4	30.8	6	46.2	6	46.2	1	7.7								
Buyers	1	1	100.0					1	100.0										
Asst. Buyers	22	13	59.1	9	40.9	2	9.1	19	86.4			1	4.5						
Asst. Statistician	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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9. Auxiliary Ent.	256	126	49.2	130	50.8	59	23.0	134	52.3	57	22.3	1	0.4			4	1.6	1	0.4
Director	1	1	100.0					1	100.0										
Dir. of Food Srv.	1			1	100.0			1	100.0										
Asst. Dor. Food Sv.	1	1	100.0															1	100.0
Manager	4	4	100.0					4	100.0										
Asst. Manager	8	7	87.5	1	12.5	3	37.5	4	50.0	1	12.5								
Head Cashier	1			1	100.0			1	100.0										
Cashiers	31	3	9.7	28	90.3	5	16.1	25	80.6	1	3.2								
Cafeteria Supv.	2			2	100.0			2	100.0										
Counter Attendant	41	12	29.3	29	70.7	11	26.8	18	43.9	10	24.4					2	4.9		
Counter Att. II	16	4	25.0	12	75.0	5	31.3	8	50.0	3	18.8								
Cafeteria Helper	24	22	91.7	2	8.3	4	16.7			19	79.2					1	4.2		
Cafeteria Helper I	2	2	100.0					1	50.0	1	50.0								

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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9. Auxiliary Ent. Cont.																			
Cafeteria Helper II	12	12	100.0			2	16.7	2	16.7	8	66.7								
Exec. Chef	1	1	100.0			1	100.0												
Chef	1	1	100.0			1	100.0												
Cook	15	14	93.3	1	6.7	5	33.3	5	33.3	5	33.3								
Second Cook	2	2	100.0							2	100.0								
Baker	5	5	100.0			1	20.0	3	60.0	1	20.0								
Grill Man	3	3	100.0			3	100.0												
Dishwasher	9	5	55.6	4	44.4	3	33.3	4	44.4	1	11.1					1	11.1		
Bus Boy	9	4	44.4	5	55.6	2	22.2	5	55.6	1	11.1	1	11.1						
Waitress	13			13	100.0	1	7.7	12	92.3										
Hostess	3			3	100.0			3	100.0										
Dietician	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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9. Aux. Ent. Cont.																			
Cleaner	6	6	100.0			3	50.0	3	50.0										
Accountant	1	1	100.0					1	100.0										
Bookkeeper	1			1	100.0			1	100.0										
Clerical	26	8	30.8	18	69.2	6	23.1	18	69.2	2	7.7								
Clerical Ass't.	1			1	100.0			1	100.0										
Stock Clerk	4	3	75.0	1	25.0	1	25.0	3	75.0										
Statistical Clerk	1			1	100.0			1	100.0										
Technician	4	3	75.0	1	25.0			4	100.0										
Sales	5	1	20.0	4	80.0	2	40.0	1	20.0	2	40.0								
Security	1	1	100.0					1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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10. Secretary/Clerical	2741	109	4.0	2632	96.0	574	20.9	2099	76.6	47	1.7	8	0.3			9	0.3	4	0.1
- University Secy.	28			28	100.0	5	17.9	23	82.1										
COAA - CSAA	1727	60	3.5	1667	96.5	377	21.8	1295	75.0	39	2.3	6	0.3			7	0.4	3	0.2
COAB - CSAB	613	17	2.8	596	97.2	112	18.3	492	80.3	6	1.0	1	0.2			1	0.2	1	0.2
Coll. Adm. Ass't.	331	32	9.7	299	90.3	70	21.1	258	77.9	1	0.3	1	0.3			1	0.3		
Telephone Operator	39			39	100.0	9	23.1	29	74.4	1	2.6								
Clerical	3			3	100.0	1	33.3	2	66.7										
11. Bldg. and Grds.	1524	1367	89.7	157	10.3	729	47.8	684	44.9	105	6.9					4	0.3	2	0.1
Supt. B.& G.	8	8	100.0					8	100.0										
Asst. Supt. B.&.G.	5	5	100.0					5	100.0										
Suprv. Cust. Foreman	9	9	100.0			3	33.3	6	66.7										
Sr. Cust. Foreman	8	8	100.0			6	75.0	2	25.0										
Cust. Foreman	73	73	100.0			45	61.6	27	37.0	1	1.4								

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
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II. Bldg. & Grnds. Cont.																			
Custodial Asst.	828	700	84.5	128	15.5	560	67.6	175	21.1	91	11.0					1	0.1	1	0.1
Maintenance Men	121	121	100.0			8	6.6	113	93.4										
Bldg. Repair Men	9	9	100.0			3	33.3	6	66.7										
Plant Foremen	1	1	100.0					1	100.0										
Foremen	2	2	100.0					2	100.0										
Sr. Asst. Foremen	1	1	100.0					1	100.0										
Sr. Custodial Eng.	1	1	100.0					1	100.0										
Sr. Stat. Eng.	4	4	100.0					4	100.0										
Stat. Eng.	44	44	100.0					43	97.7							1	2.3		
Stat. Fireman	36	36	100.0			1	2.8	33	91.7							2	5.6		

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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11. Bldg. & Grd. Con't																			
Laborer	90	90	100.0			22	24.4	66	73.3	2	2.2								
Laborer A	7	7	100.0			1	14.3	6	85.7										
Electrician	22	22	100.0					22	100.0										
Electrician Helper	12	12	100.0					10	83.3	2	16.7								
Elevator Mechanic	2	2	100.0					2	100.0										
Elevator Mechanic Helper	3	3	100.0			2	66.7	1	33.3										
Elevator Operator	57	34	59.6	23	40.4	35	61.4	20	35.1	2	3.5								
Elevator Starter	4	4	100.0			1	25.0	3	75.0										
Plumber	15	15	100.0			1	6.7	14	93.3										
Plumber's Helper	2	2	100.0					2	100.0										
House Painter	10	10	100.0					10	100.0										
Carpenter	18	18	100.0			1	5.6	17	94.4										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
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II. Bldg. & Grnds. Cont.																			
Cement Mason	1	1	100.0					1	100.0										
Roofer	1	1	100.0					1	100.0										
Steam Fitter	4	4	100.0					4	100.0										
Steam Fitter's Helper	2	2	100.0					2	100.0										
Oiler	2	2	100.0					2	100.0										
Plasterer	1	1	100.0					1	100.0										
Machinist	1	1	100.0					1	100.0										
Laundry Worker	5	4	80.0	1	20.0	3	60.0	1	20.0	1	20.0								
Motor Vehicle Oper.	17	17	100.0			4	23.5	12	70.6									1	5.9
Watchman	20	20	100.0			5	25.0	15	75.0										
Spec. Officer	17	17	100.0			7	41.2	8	47.1	2	11.8								
Attendants	47	44	93.6	3	6.4	15	31.9	28	59.6	4	8.5								

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
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11. Bldg. & Grds. Cont.																			
Cleaners	11	9	81.8	2	18.2	6	54.5	5	45.5										
Eng. Aide	2	2	100.0					2	100.0										
Electricians Foreman	1	1	100.0					1	100.0										
12. Hourly Clerical																			
College Assts.	1597	447	28.0	1150	72.0	123	7.7	1375	86.1	50	3.1	22	1.4			13	0.8	14	0.9
13. Grants & Contracts	137	59	43.1	78	56.9	25	18.2	102	74.5	2	1.5	3	2.2			2	1.5	3	2.2
Director	1	1	100.0			1	100.0												
Assoc. Director	1	1	100.0					1	100.0										
Asst. to Director	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
13. Grants & Contracts Cont.																			
Project Director	3	1	33.3	2	66.7			3	100.0										
Grant Officer	1	1	100.0					1	100.0										
Grant Aide	7	3	42.9	4	57.1	1	14.3	5	71.4			1	14.3						
Grant Assoc.	24	7	29.2	17	70.8	1	4.2	23	95.8										
Grant Asst.	53	19	35.8	34	64.2	6	11.3	38	71.7	2	3.8	2	3.8			2	3.8	3	5.7
Lecturers	18	14	77.8	4	22.2	7	38.9	11	61.1										
Counselors	4	4	100.0			2	50.0	2	50.0										
Asst. to Counselors	2	2	100.0			1	50.0	1	50.0										
Tutor	10	6	60.0	4	40.0	4	40.0	6	60.0										
Secretary	5			5	100.0	2	40.0	3	60.0										
Secy. - Bkkpr.	3			3	100.0			3	100.0										
Bookkeeper	1			1	100.0			1	100.0										
Grant Clerical	3			3	100.0			3	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males		Females		ETHNIC BREAKDOWN: Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
14. Others	240	164	68.3	76	31.7	80	33.3	142	59.2	14	5.8	2	0.8			2	0.8		
Stockman	15	15	100.0			7	46.7	7	46.7	1	6.7								
Asst. Stockman	30	30	100.0			9	30.0	21	70.0										
Audio-Visual Aid Tech.	28	24	85.7	4	14.3	5	17.9	22	78.6	1	3.6								
Sr. Office Appl. Oper.	2	1	50.0	1	50.0	1	50.0	1	50.0										
Office Appliance Oper.	50	33	66.0	17	34.0	16	32.0	25	50.0	8	16.0	1	2.0						
Sr. Keypunch Operator	3			3	100.0	2	66.7	1	33.3										
Keypunch Operator	41	2	4.9	39	95.1	20	48.8	19	46.3	1	2.4					1	2.4		
Suprv. Tab. Operator	2	2	100.0			1	50.0	1	50.0										
Sr. Tab Operator	7	3	42.9	4	57.1	1	14.3	6	85.7										
Tab Operator	9	9	100.0			1	11.1	6	66.7	1	11.1	1	11.1						

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

TITLE	Total In Title	SEX BREAKDOWN: Males No.	Males %	Females No.	Females %	ETHNIC BREAKDOWN: Black No.	Black %	White No.	White %	Puerto Rican No.	Puerto Rican %	Oriental No.	Oriental %	Amer. Ind. No.	Amer. Ind. %	Other Spanish No.	Other Spanish %	Others No.	Others %
14. Other Cont'd.																			
Suprv. Photo Oper.	1	1	100.0					1	100.0										
Lab Helpers	16	11	68.8	5	31.3	7	43.8	9	56.3										
Lab Technicians	3	3	100.0					3	100.0										
Storekeeper	1	1	100.0					1	100.0										
Accompanist	1	1	100.0			1	100.0												
Typist	2			2	100.0			2	100.0										
Messengers	29	28	96.6	1	3.4	9	31.0	17	58.6	2	6.9					1	3.4		
OVERALL TOTALS	6803	2432	35.7	4371	64.3	1618	23.8	4802	70.6	281	4.1	41	0.6			36	0.5	25	0.4

RP/HB 7/16/71

CITY UNIVERSITY STATISTICS

BY PERCENTAGES OF FEMALE FACULTY STAFF MEMBERS

ON A COLLEGE OR UNIT BASIS *

College or Unit	Professors			Associate Professors			Assistant Professors			Instructors			Total in 4 Titles		
	Total	Female	%	Total	Female	%	Total	Female	%	Total	Female	%	Total	Female	%
Baruch College	23	1	4.3	33	2	6.1	95	24	25.3	9	4	44.4	160	31	19.4
Bronx Community College	15	2	13.3	46	11	23.9	146	66	45.2	39	22	56.4	246	101	41.1
Borough of Manhattan Comm. College	7	1	14.3	27	10	37.0	98	38	38.8	104	53	51.0	236	102	43.2
Brooklyn College	150	17	11.3	169	44	26.0	321	97	30.2	47	26	55.3	687	184	26.8
City College	201	6	3.0	219	36	16.4	329	68	20.7	169	58	34.3	918	168	18.3
Graduate Division	77	5	6.5	39	4	10.3	58	14	24.1	24	13	54.2	198	36	18.2
Hostos Community College	2	0	0.0	12	1	8.3	14	5	35.7	17	11	64.7	45	17	37.8
Hunter College	107	45	42.1	128	66	51.6	198	91	46.0	95	50	52.6	528	252	47.7
John Jay College	11	0	0.0	16	2	12.5	64	15	23.4	53	22	41.5	144	39	27.1
Kingsborough Community College	13	3	23.1	24	7	29.2	97	30	30.9	94	38	40.4	228	78	34.2
** LaGuardia Community College	0	0	0.0	0	0	0.0	1	1	100.0	0	0	0.0	1	1	100.0
Lehman College	46	14	30.4	93	28	30.1	167	59	35.3	47	29	61.7	353	130	36.8
Medgar Evers College	1	0	0.0	3	2	66.7	3	1	33.3	0	0	0.0	7	3	42.9
New York City Community College	54	6	11.1	63	16	25.4	159	50	31.4	99	46	46.5	375	118	31.5
Queens College	154	28	18.2	174	35	20.1	333	102	30.6	20	16	80.0	681	181	26.6
Queensborough Community College	37	4	10.8	53	17	32.1	181	69	38.1	176	56	31.8	447	146	32.7
Richmond College	7	0	0.0	12	0	0.0	69	14	20.3	26	9	34.6	114	23	20.2
Staten Island Community College	14	2	14.3	40	10	25.0	107	37	34.6	79	35	44.3	240	84	35.0
York College	1	0	0.0	14	4	28.6	65	18	27.7	44	21	47.7	124	43	34.7
Teacher Education	10	0	0.0	5	1	20.0	11	1	9.1	6	5	83.3	32	7	21.9
Central Office	6	1	16.7	2	0	0.0	8	3	37.5	1	1	100.0	17	5	29.4
OVERALL UNIVERSITY TOTALS	936	135	14.4%	1172	296	25.3%	2524	803	31.8%	1149	515	44.8%	5781	1749	30.3%

*as of 11/30/70

COMPARABLE DATA IN ABOVE TITLES COLLECTED BY NATIONAL CENTER FOR EDUCATIONAL STATISTICS* - For the year 1967

Supplementary Data:	68,755	6,378	9.3%	64,036	9,639	15.1%	94,751	19,141	20.2%	77,624	25,857	33.3%	305,166	61,015	20.0%

*-Publ.: Numbers and Characteristics of Employees in Institutions of Higher Education. - Fall 1970

** New College - Hiring of staff began 7/1/70

V. SUMMARY OF EMPLOYMENT CENSUS RESULTS

The foregoing tables describe CUNY employees in each instructional title by sex, ethnic group, age, number holding the Ph.D., and number having tenure (Instructional charts I and II). Non-instructional charts I and II present similar data on CUNY's non-instructional staff, except for certain items not relevant to these positions, such as possession of the Ph.D. These charts include all persons who were on the City University payroll on either a full-time or a part-time basis as of November 30, 1970. (see pages 11-38).

A brief summary analysis of this data follows:

A. Instructional Personnel

The data indicates that the City University of New York is well above any national norms for comparable institutions of Public Higher Education with regard to the employment of women and other minorities in its instructional staff.

Out of a total instructional staff of 15,111, 10,543 are males (69.8%) and 4,568 are females (30.2%). Minority-group members are almost 13% of the whole. Specifically, 13,193 staff members are White (87.3%) while the remaining 1,918 (12.6% are drawn from various minority groups as follows: 1,177 Blacks (7.8%), 247 Puerto Ricans (1.6%), 150 other Spanish (1.0%), 227 Orientals (1.5%), 5 American Indians (less than .1 or 1.0%), and 112 "others" (0.7%).

The University's total distribution of women and other minorities in tenure-bearing titles (professor, associate professor, instructor, etc.) is similarly noteworthy. Of 6,289 positions in this category, 1,851 (29.4%) are held by women. Members of minority groups hold 696 (11.2%) of these positions: 413 Blacks, or 6.6%; 79 Puerto Ricans, or 1.3%; 101 Oriental, or 1.6%; 67 other Spanish, or 1.1%; and 36 "others", or 0.6%.

On the other hand, the employment of women and other minorities in the upper ranks of all instructional series, and in tenure-bearing- as contrasted with non-tenure-bearing titles, is significantly lower. Only 14.4% of the full professors are women and only 5.7% are drawn from an ethnic group other than White. The 295 department chairmen include 247 men (83.7%) but only 48 women (16.3%). The data indicates that there is a preponderance of whites among department chairmen (271 out of 295 or 91.9%). Note, however, that holders of this title, constituting 53.9% of the total administrative instructional staff personnel, are elected by their faculty peers rather than appointed by college presidents. (This title is the only one in the administrative instructional staff series that is filled by election rather than appointment.)

A preponderance of women and other minority-group members of CUNY's instructional staff are clustered in the lower-paid, non-tenure-bearing titles (full-time lecturers, adjuncts, research assistants, etc.).

Here, 32% of all employees are females; 13.9% come from minority backgrounds. This imbalance should not, however, be construed as being totally negative. It is natural that City University, seeking to infuse

new blood into its staff, should recruit largely among young people with a long work expectancy. As the women and other minorities who have joined CUNY's instructional staff in the last few years rise through promotion, and as retirements thin the ranks of their older majority-group colleagues, a better distribution should become apparent over a period of time, in all instructional titles and among tenured as well as untenured faculty.

Obviously, such a desired result presupposes the continuance and expansion of CUNY's efforts to recruit aggressively among women and other minorities and to insure equal opportunity for advancement to members of those groups.

B. Non-Instructional Personnel

Women and other minorities constitute a much larger proportion of the non-instructional staff than of the instructional staff. Out of 6,803 non-instructional positions, 4,371 (64.3%) are held by females compared with only 2,432 (35.7%) held by males; 2,001 (29.4%) of all non-instructional employees come from minority groups while 4,802 (70.6%) are White.

These ratios do not hold true for all areas of work and at all levels, however. The secretarial-clerical series, traditionally a female field, heavily weights the non-instructional staff; 96% of the secretarial-clerical employees are female. Almost two-thirds (60.2%) of all women in non-instructional titles are concentrated in this series. Similarly, in the medical office staff series, the women (76.7%) far outnumber the males; the number of nurses exceeds the number of doctors, the nurses being predominantly women.

On the other hand, the building and grounds series is preponderantly male. Although women constitute 41.1% of the non-academic professional employees, there are no woman at all in the architectural and engineering titles or in the attorney series. In the other miscellaneous titles, including operators, messengers, attendants, watchmen, special officers, etc., the proportion of women is only 31.7%.

The distribution of minority-group members is similarly uneven. Overall, individuals of minority background account for 29.4% of non-instructional positions. Although the building and grounds series includes a high percentage (55.1%) of minority-group employees, they are concentrated in the lower job classifications rather than in skilled and supervisory positions. More than three-fourths (77.7%) of the minority-group employees in the buildings and grounds series can be found in the custodial assistant title and none in a foreman position. [Discussions have been initiated with the Civil Service Commission and District 37 (American Federation of State, County and Municipal Employees, AFL-CIO) concerning the development of training programs to upgrade the heavy concentration of minority-group members in custodial positions].

In the secretarial and clerical group, only 20.9% of the employees are Black and only 1.7% are Puerto Rican. In the medical office staff series, Blacks constitute 11.7% of all employees and no other minority group is represented.

[The most frequently cited limitation upon employment and promotion opportunities for women and other minorities in the non-instructional staff is the fact that most of them hold civil service titles. It is the intention of the Affirmative Action Committee that in areas where the Civil Service system permits greater flexibility, chiefly in regard

to provisional employment and hourly personnel, positive recruitment of minorities will be undertaken to a greater extent than in the past. Intensive use will be made of organizations, newspapers, posters, CUNY's own Student Placement Offices, and other devices which offer promise of introducing larger numbers of minority-group members into the colleges.]

It must be recognized, however, that the limited mobility of many persons seeking or holding non-instructional positions tends to restrict them to job openings in reasonable proximity to their homes thus narrowing their range of opportunities.

It should also be noted that the colleges do not have direct control of hiring practices in relation to certain categories on non-instructional positions covered by Non-Instructional Charts I and II. The auxiliary enterprise series covers cafeterias, bookstores, and similar enterprises which are usually self-supporting and operated under contract. Although the colleges do not hire the employees of these enterprises, they can exert an influence upon hiring practices through use of "direct clause" in the contracts. The Affirmative Action Committee will encourage wider use of this method.